

# **GREEN ACRES PROGRAM**

*New Jersey Department of Environmental Protection*



## **NONPROFIT ASSISTANCE APPLICATION LAND ACQUISITION AND PARK DEVELOPMENT 2019**

### *Green Acres Mission Statement*

*To achieve, in partnership with others, a system of interconnected open spaces  
the protection of which will preserve and enhance New Jersey's natural environment  
and its historic, scenic, and recreational resources  
for public use and enjoyment.*

### **GREEN ACRES PROGRAM**

**MAIL CODE 501-01**

**501 EAST STATE STREET, 1<sup>ST</sup> FLOOR**

**P.O. BOX 420**

**TRENTON, NJ 08625-0420**

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**[www.NJGreenAcres.org](http://www.NJGreenAcres.org)**

**NJDEP GREEN ACRES PROGRAM  
NONPROFIT ASSISTANCE APPLICATION PACKAGE  
LAND ACQUISITION AND PARK DEVELOPMENT**

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# GREEN ACRES PROGRAM

## NONPROFIT ASSISTANCE APPLICATION

### LAND ACQUISITION AND PARK DEVELOPMENT

#### GENERAL INFORMATION AND GUIDELINES

Since 1961, the Green Acres Program has funded the acquisition of open space for recreation and conservation purposes, and the development of outdoor recreational facilities. Green Acres remains committed to preserving New Jersey's natural, historic, and recreational resources statewide. We are pleased to be able to continue the tradition of partnering with municipal and county governments and nonprofit organizations to serve the people of our state.

The **application deadline for our next funding round is March 30, 2019**. Funding to nonprofits is provided in the form of 50% matching grants. Approvals will be made using funds available from the 2014 voter-approved referendum which became the Preserve New Jersey Act (P.L. 2016, C 12). If available, these funds will be supplemented with awards from federal programs such as the Land and Water Conservation Fund. Projects will compete against each other, and successful applications will be approved by the Garden State Preservation Trust. The demand for funding continues to greatly exceed Green Acres' available funding. Successful applications are normally approved subject to a cap, and often there is not sufficient funding to approve all eligible projects. **As a result, we will only consider funding requests from new applicants or from applicants who are making significant progress on previously approved projects.** In addition, we will only approve one project per applicant. (The only exception is that a Nonprofit may also submit an application for our new Stewardship grants, described below.) All interested applicants are encouraged to contact Green Acres *as early as possible* to discuss project eligibility, program priorities, and application procedures.

To qualify for grant consideration, the board of directors or governing body of an applying tax-exempt nonprofit organization must:

1. Demonstrate to the Commissioner of the Department of Environmental Protection that it qualifies as a Charitable Conservancy for the purposes of P.L. 1979, c. 378 (C.13:8B-1 et seq.). An excerpt from that law that defines a Charitable Conservancy is on page 15, but applicants should obtain and review a copy of the entire law, as a compliance certification from each organization will be required as part of the application;
2. Demonstrate that it has the resources to match the grant requested. The nonprofit may use as its matching share, its own funds, a donation of all or a portion of the value of a project site, or any other public or private funding except as provided by, or through, the Garden State Preservation Trust;
3. Agree to provide public access, unless the Commissioner determines that public accessibility would pose an unacceptable risk to the land or its natural resources;
4. Agree not to sell, lease, exchange, or donate the lands except to the State, or local government unit, another qualifying tax exempt nonprofit organization, or the Federal government for recreation and conservation purposes (and then only with the prior written approval of the Commissioner); and
5. Agree to execute and donate to the State, at no charge, a conservation restriction or historic preservation restriction, as the case may be, pursuant to P.L. 1979, c. 378 (C.13:8B-1 et seq.) on the lands to be acquired or developed utilizing the grant. The conservation restriction and historic preservation restriction referred to in the law will be provided by Green Acres.

As you consider potential projects for Green Acres funding, please keep in mind that all proposals must demonstrate the following: consistency with established needs and planning objectives in local and state planning documents, such as the municipal/county Master Plan, New Jersey's 2013-2017 Statewide Comprehensive Outdoor Recreation Plan (a summary of which is available at [http://www.state.nj.us/dep/greenacres/pdf/scorp\\_2013.pdf](http://www.state.nj.us/dep/greenacres/pdf/scorp_2013.pdf) or upon request); an ability and commitment to maintain the proposed open space/outdoor recreation project; and public input in the project planning process. Successful applications will reflect comprehensive environmental protection, effectively meet the public's open space needs, demonstrate cost effectiveness, and provide meaningful public access.

To ensure that proposals selected for Green Acres funding are those that best represent established open

space/recreation priorities, we encourage you to discuss your proposal with land-use planning officials, recreation staff, environmental commissions, and other appropriate interest groups.

Nonprofits proposing to acquire property for future development, as well as applicants seeking development funds, should carefully analyze site suitability early in the open space/outdoor recreation planning process and prior to submitting applications to Green Acres. Site attributes, such as wetlands, dunes, endangered species, mature forested areas, or other significant natural resources, may define, limit or, in some instances, preclude development. Applicants are urged to seek assistance from Green Acres or another source to ascertain whether special approvals and permits may be associated with sites proposed for recreational development. Early awareness of possible site development limitations is integral to sound planning practices and often minimizes subsequent construction delays and constraints. Permit identification is required as part of all Green Acres development applications.

The Department encourages the nonprofit to design and construct park development projects, especially any buildings, using sustainable design principles. These design principles include some of the following: the installation of equipment that results in water use reduction; the use of clean energy, renewable energy, and energy efficient technologies; the use of construction materials that include recycled content; and the use of materials that reduce exposure to indoor air contaminants. For guidance please refer to the latest version of the US Green Building Council's (USGBCs) Leadership in Energy and Environmental Design (LEED™) Green Building Rating System for New Construction and Major Renovations at <https://new.usgbc.org/>.

#### **ORGANIZATIONAL ELIGIBILITY**

Prior to applying, applicants should familiarize themselves with the requirements of administering a Green Acres project. It is important that applicants have sufficient capacity to successfully complete, maintain, and manage the proposed project in accordance with our rules and procedures. Before applying, nonprofits should give serious consideration to whether the organization has sufficient staff and volunteers to complete the project during the two-year project period, and to commit to the long-term site maintenance responsibilities. Green Acres staff is available to discuss these administrative requirements if you have any questions.

#### **PROJECT ELIGIBILITY – ACQUISITION PROJECTS**

The nonprofit may purchase land in fee simple or it may acquire a perpetual conservation easement or historic preservation easement on the property, as long as meaningful public access is provided to the project area. **Meaningful public access must be provided to every project funded under this program.** Eligible acquisition projects include, but are not limited to, the purchase of water reserves, natural areas, unique land types, historic sites, conservation areas, and open space for active or passive outdoor recreation purposes.

A nonprofit may undertake an acquisition project that implements or assists in the implementation of an Open Space and Recreation Plan (OSRP) developed by a local government that is collecting an open space tax. Please contact Green Acres for a streamlined application package for these types of projects, which must be undertaken with the approval of and in cooperation with the local government. The OSRP must be prepared according to Green Acres guidelines and must be submitted for approval as part of the nonprofit's application. It is recommended that all jointly sponsored proposals be discussed with Green Acres staff prior to the preparation of the application.

#### **PROJECT ELIGIBILITY – DEVELOPMENT PROJECTS**

Nonprofit organizations are also eligible to receive matching grants for the development of outdoor recreation and conservation facilities. Funding for development projects is dedicated to projects in designated Urban Aid municipalities (P.L. 1978 (c. 52:27D-178 et seq.), in Densely or Highly Populated Municipalities, or in Densely Populated Counties (see enclosed lists). Or, if you can demonstrate that the supermajority (at least two-thirds) of users of the proposed development project live in the above-mentioned municipalities or counties, the development project is eligible for funding.

Recreational facilities that may be funded include, but are not limited to, facilities that provide boating, fishing, swimming, outdoor games and sports, biking, picnicking, camping, or nature interpretation. Projects that will have a significant negative impact on the site's natural resources (such as excessive tree clearing) are ineligible. To be eligible, the nonprofit applicant must either own the land to be developed or have an irrevocable lease or use agreement (which must be

reviewed and approved by Green Acres in advance) for a term of at least 25 years from the beginning of the project.

Please note that nonprofits are required to award contracts for development projects consistent with the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.

If you are considering submitting a “multi-parks” application, please note that the limit is two parks. Otherwise, separate applications will be required. Please contact Green Acres to discuss any multi-park proposal prior to applying.

### **PROJECT RANKING**

Applications for Green Acres funding are subject to a competitive ranking system. The Nonprofit Project Priority System measures the extent to which each proposal addresses specific local open space and recreation facility needs; the amount of public input and support during the planning process; consistency of the proposal with existing state and local planning objectives; and project quality. The narrative portion of the Green Acres application is critical to the project ranking process. Therefore, it is important for the narrative to clearly address, *in order*, each factor listed in the Priority System.

### **ELIGIBLE COSTS**

For acquisition projects, costs eligible for funding include the cost of acquiring the land, as well as other related costs if they are included in the initial request and if there are sufficient funds. These include survey, appraisal, title, and preliminary assessment costs associated with an acquisition, provided these reports are prepared in accordance with Green Acres guidelines. The cost to demolish buildings on a site being acquired is eligible for reimbursement up to an established cap. Well testing done in compliance with the Private Well Testing Act (P.L. 2001, c. 40; N.J.S.A. 58:12A-26 et seq.) also is eligible for reimbursement, if applicable. Incidental costs, individually itemized, associated with the implementation of the acquisition project, including legal, engineering, financial, geological, hydrological, inspection, and other professional services are eligible for reimbursement up to an established cap.

For development projects, the cost of constructing the recreational facilities is eligible for funding, as are other related costs if included in the initial request and if there are sufficient funds. Professional services (e.g., design, engineering, and supervision), up to 13% of the cost of construction, and preliminary assessment costs associated with the project site are eligible. Other incidental costs related to the development project, including legal, advertising, permit fees, and preliminary planning and engineering necessary for the preparation of the application, are eligible for funding, up to an established cap.

### **APPLICATION REQUIREMENTS**

As part of the public input requirement, you must post on your website and have printed in the official newspaper of the municipality(ies) in which the project is located, a notice stating that you have applied for Green Acres funds to acquire or develop the project area, and that your application is on file at your office and at Green Acres, and available for review and comment. A copy of the notice must be sent to the clerk of the municipality or municipalities in which the proposed project is located **at least 15 days prior to submitting an application to Green Acres**. Proof of Publication and a copy of the municipal notice must be included in your application package.

In addition, in order to increase transparency, Green Acres will post on its website, information on every application we receive. While we will direct the public to provide their input to the applicant, we will ask applicants to address any substantive comments that are brought to our attention during our review period.

For development projects, if the proposed project is located in the Highlands, the Meadowlands, or the Pinelands, the nonprofit must meet with the Highlands Council, Meadowlands Commission, or Pinelands Commission, as applicable, to discuss the proposed project prior to applying for Green Acres funding. A letter stating that such pre-application conference was held, accompanied by a copy of the Commission’s/Council’s comments on the proposed development project, if any.

### **PROJECT SCHEDULE**

There are many things that must be done to successfully acquire land or develop recreational facilities. It is important to adequately plan for each project so that it is completed in a reasonable amount of time. Once approved, Green Acres establishes a project period of no more than two years, during which time the nonprofit must meet all procedural

requirements, complete the acquisition or development project, and request payment. In addition, significant progress must be made throughout the project period to remain eligible. A proposed project schedule is now required as part of each application to assist you in project planning and to allow Green Acres to evaluate your proposal. Please talk to your Green Acres contact if you do not believe that you can complete the project for which you are applying within that two-year project period. After approval, projects that are not making significant progress or cannot be completed by the end of the project period will be cancelled.

#### **PRELIMINARY SITE ASSESSMENT**

Green Acres requires careful review of all proposed project sites for evidence of past use as landfills; hazardous waste production, storage, or disposal sites; or of the adverse effects resulting from such sites in close proximity to proposed public land. This is intended to minimize public liability for site cleanup costs and allows the state and local unit to be reasonably assured that lands acquired or developed with public funds can be used for recreation or conservation purposes without risk to public health.

For this reason, if your application is approved, you will be required to conduct a preliminary site assessment of the project site. Green Acres will provide guidance documents that require adherence to the criteria established by the NJDEP's Technical Requirements for Site Remediation (N.J.A.C. 7:26E-3). Costs normally associated with this professional service are reimbursable as part of an approved and completed Green Acres project, as long as the preliminary assessment is done in accordance with our guidelines.

Green Acres encourages public and private agencies to reclaim and restore former brownfields sites and transform them into public spaces, such as recreational and natural areas. The Department's Office of Brownfield Reuse has experienced NJDEP case managers who can oversee remediation and revitalization efforts in your community. If you believe your project site qualifies as a brownfield, please discuss this with your Green Acres representative.

#### **NEW STEWARDSHIP GRANTS**

The Preserve New Jersey Act made funding available to nonprofits for stewardship activities, defined as "an activity, which is beyond routine operations and maintenance, undertaken by the State, a local government or qualifying tax exempt nonprofit organization to repair or restore lands acquired for recreation and conservation purposes for the purpose of enhancing or protecting those lands for recreation and conservation purposes." Green Acres has decided to focus its limited Stewardship funding on natural resource and conservation projects and not active recreation facilities. Nonprofits seeking to make improvements to recreation facilities (such as ballfields) should contact Green Acres to discuss the availability of park development funds. Stewardship funding will be in the form of a 50% matching grant. Applications for stewardship funding can be found at [www.nj.gov/dep/greenacres/pdf/launch.html](http://www.nj.gov/dep/greenacres/pdf/launch.html). The deadline for stewardship grant applications also is March 30, 2019. Green Acres staff is available to discuss the various funding programs/options.

#### **NEW JERSEY CONSERVATION BLUEPRINT**

Open space and recreation planners now have a tool available to aid them in protecting natural, recreational, and historic resources in their communities. The New Jersey Conservation Blueprint is an interactive map-based system that provide access to data for land preservation planning in New Jersey. The Blueprint provides a wide array of map data on natural resources that is essential for open space and recreation planning. Visit the New Jersey Conservation Blueprint at [www.NJMAP2.com](http://www.NJMAP2.com) for more information.

#### **YOUR BASIC RESPONSIBILITIES**

Prospective applicants are urged to familiarize themselves with the Green Acres Program rules (N.J.A.C. 7:36-1.1 found at [www.state.nj.us/dep/greenacres/pdf/regs.pdf](http://www.state.nj.us/dep/greenacres/pdf/regs.pdf)). The rules are designed to advance Green Acres' goals of expanding New Jersey's open space resources and increasing public outdoor recreation opportunities, giving attention to natural resource preservation. Acceptance of Green Acres funds obligates the nonprofit to adhere to the program's requirements, both during the funding process and after a project is complete.

Prior to accepting our funding, nonprofits should familiarize themselves with the requirements for maintenance and operation of Green Acres encumbered parkland at N.J.A.C. 7:36-25, including:

1. Sites funded by Green Acres must be open to the public without discrimination or exclusion based on residency.
2. Scheduling the use of facilities at directly funded sites is allowable, provided that such programmed uses are not exclusive or discriminatory and that adequate provisions are made for daily or non-scheduled use.
3. Fees for use of directly funded sites are allowable. Differential fees for use by non-residents may also be charged but must be discussed with Green Acres to ensure equity for all New Jersey residents. All revenues derived from use or operation of directly funded sites must be employed for the operation, maintenance, or capital expenses of either that facility or other permanently preserved recreation and conservation land owned by the nonprofit.
4. Structures being acquired or developed with Green Acres funding must be used exclusively in support of outdoor recreation and conservation purposes. This condition will be included in the project agreement if the project is approved. Many compliance problems result from the use of such structures for ineligible purposes. To avoid such problems, nonprofits must discuss proposed future uses of structures with Green Acres, both during and after the funding process, to ensure that such uses are allowable.
5. The nonprofit must give to the State, at no cost, a permanent conservation or historic preservation restriction on any land funded by Green Acres.
6. Nonprofits using Green Acres park development funds must award all project contracts in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.
7. If approved, the nonprofit will be required to conduct annual audits in conformance with the Single Audit Act, Federal OMB Circular A-133: "Audits of States, Local Governments, and Non-Profit Organizations", and State OMB Circular 04-04-OMB: "Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid".

## Nonprofit Assistance Application Form

APPLICATION MATERIALS SHOULD BE SUBMITTED ON PAPER (ONE COPY) AND ELECTRONICALLY.  
(INDIVIDUAL EMAIL CANNOT EXCEED 25 MB.)

Complete and submit with **all required attachments** to:

[GreenAcresApplications@dep.nj.gov](mailto:GreenAcresApplications@dep.nj.gov) and

NJDEP Green Acres Program

Mail Code 501-01

P.O. Box 420

Trenton, NJ 08625-0420

Contact: (609)984-0500

For G.A. Use Only

Date Rec'd: \_\_\_\_\_

Application No. \_\_\_\_\_

### PROJECT INFORMATION

Project Title \_\_\_\_\_

Location of site \_\_\_\_\_

Municipality(ies) \_\_\_\_\_ County(ies) \_\_\_\_\_

Street(s) \_\_\_\_\_

Block(s) and Lot(s) \_\_\_\_\_

Size of site to be acquired or developed: \_\_\_\_ acres

### Type of Application (select one):

Acquisition: Will land be acquired *in fee simple* \_\_\_\_\_ or *easement* \_\_\_\_\_?

Development: Is land *owned by* \_\_\_\_\_ or *leased to\** \_\_\_\_\_ the Nonprofit?

(\*Minimum 25-year lease must be provided upon project approval. Letter from landowner agreeing to do so must be submitted with application. Lease is subject to Green Acres' approval.)

State Legislative District (of project site) \_\_\_\_\_ Congressional District (of project site) \_\_\_\_\_

### Total Estimated Cost of Project:

#### Land Acquisition:

Land \$ \_\_\_\_\_

Survey \$ \_\_\_\_\_

Appraisal \$ \_\_\_\_\_

Preliminary assessment \$ \_\_\_\_\_

Title \$ \_\_\_\_\_

Demolition\* \$ \_\_\_\_\_

Other related costs (itemized) \$ \_\_\_\_\_

Total project cost \$ \_\_\_\_\_

Total request this round \$ \_\_\_\_\_

#### Park Development:

Construction \$ \_\_\_\_\_

Professional services

(up to 13% of construction) \$ \_\_\_\_\_

Preliminary assessment \$ \_\_\_\_\_

Other costs (itemized) \$ \_\_\_\_\_

Total project cost \$ \_\_\_\_\_

Total request this round \$ \_\_\_\_\_

\* Demolition and incidental costs will be limited to established caps.

### Profile of municipality and county in which project is located, per most recent census:

Municipality: Area \_\_\_\_\_ (in sq. mi.) Population \_\_\_\_\_ Population per square mile: \_\_\_\_\_



County: Area \_\_\_\_\_ (in sq. mi.)      Population \_\_\_\_\_      Population per square mile: \_\_\_\_\_

Estimated yearly operating/maintenance expenses after acquisition or development \$ \_\_\_\_\_

**Have there been previous loans/grants related to this property?**

\_\_\_\_\_ Yes    \_\_\_\_\_ No    If yes, explain: \_\_\_\_\_

**Is the property listed on the New Jersey Register of Historic Places?**    \_\_\_\_\_ Yes    \_\_\_\_\_ No

(If yes, additional coordination with the NJDEP's Office of Historic Preservation will be required, depending on the potential impact to the listed property. Please see [www.nj.gov/dep/hpo/2protection/njrreview.htm](http://www.nj.gov/dep/hpo/2protection/njrreview.htm) for more details.)

**Is the project site a current or former landfill site, known or suspected hazardous waste site, or adjacent to (or affected by) such sites?**

\_\_\_\_\_ Yes    \_\_\_\_\_ No.    If yes, explain: \_\_\_\_\_

**Are there any structures located on the project site? Yes\_\_\_ No\_\_\_. If yes, please describe the intended use of the structure(s) or if they will be demolished** \_\_\_\_\_

(Please be aware that all structures must be used in support of outdoor recreation.)

#### **USE AND PUBLIC ACCESS INFORMATION**

**Please describe the project in detail, including physical characteristics of site, existing land use, and intended short and long-term use of the project site. (Attach additional sheets, if necessary.)** \_\_\_\_\_

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**Describe the proposed public access to the site.**

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**If applicable, describe any possibility of transferring ownership of the site to any government agency or another qualifying nonprofit organization.** \_\_\_\_\_

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**For acquisition projects, has the project site been identified by a municipality or otherwise designated for use in meeting municipal fair share low- and moderate-income housing obligations under the Fair Housing Act of 1985 (N.J.S.A. 52:27D-301)?**    \_\_\_\_\_ Yes    \_\_\_\_\_ No    If yes, please describe alternative plan to meeting such obligations, if known: \_\_\_\_\_

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**APPLICANT INFORMATION**

**Name of applicant organization** \_\_\_\_\_

**a.k.a.** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone number** (\_\_\_\_) \_\_\_\_\_ **Fax number** (\_\_\_\_) \_\_\_\_\_

**Chief Executive Officer** \_\_\_\_\_

**Does the organization qualify as a Charitable Conservancy for the purposes of P.L. 1979, c. 378 (C. 13:8B-1 et seq.)?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

(Please attach a letter from the organization's attorney certifying compliance.)

**N.J. Charitable Registration #:** \_\_\_\_\_ from the New Jersey Department of Consumer Affairs, Office of Consumer Protection/Charitable Registration. All organizations with current registration are listed at <http://www.njconsumeraffairs.gov/ocp/charities.htm> **Nonprofit must be registered and in full compliance with the Charities Registration and Investigation Act of 1994. (N.J.S.A. 45:17-A-18 et. seq.)**

**State major purposes, activities, and membership policies of the organization:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach the bylaws.**

**Describe your organization's size, including number of staff, board members, committees, and membership.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please describe the proposed source of the required matching funds and any conditions of those funds (e.g. ownership interest in an acquisition project.) If matching funds are not in hand, please describe the status (i.e., planned application vs. pending application vs. secured award), amount (indicate anticipated or actual), and timing of award.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please list and describe relevant examples (if any) of grants successfully managed by the organization (or consultant who will manage the Green Acres project, if approved). Please describe the project and list funding source, grant amount, date awarded, and date completed.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Person having day-to-day responsibility for this application:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ extension \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**I, \_\_\_\_\_ (name of authorized official) hereby certify that the information provided within this Green Acres Nonprofit application is complete and true.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of official authorized to submit application  
as per attached Governing Body Enabling Resolution**

**DEVELOPMENT APPLICATION  
ATTACHMENTS CHECK LIST**

***APPLICATION MATERIALS SHOULD BE SUBMITTED ON PAPER (ONE COPY) AND ELECTRONICALLY.  
(INDIVIDUAL EMAIL CANNOT EXCEED 25 MB.)***

**NOTE:** This checklist should be returned with your completed application. If any items are not applicable, please indicate with 'N/A' next to that item.

1. \_\_\_\_\_ Application Form: Are all questions answered? Is form signed?
2. \_\_\_\_\_ Governing Body Resolution (the enclosed form must be used)
3. \_\_\_\_\_ Project schedule. Please see attached *Things To Be Done* list and state when you anticipate addressing/completing each item.
4. \_\_\_\_\_ Letter from nonprofit's attorney certifying that the applicant qualifies as a Charitable Conservancy for the purposes of P.L. 1979, c. 378 (C. 13:8B-1 et seq.) (See excerpt on page 15)
5. \_\_\_\_\_ Units and quantities cost estimate, prepared and signed by an authorized, licensed professional
6. \_\_\_\_\_ Narrative description of proposal (must address, *in order*, each applicable factor contained in the enclosed Nonprofit Project Priority System)
7. \_\_\_\_\_ Site specific mapping:
  - \_\_\_\_\_ a. Site location on legible street map
  - \_\_\_\_\_ b. Tax map outlining boundaries of site to be developed
  - \_\_\_\_\_ c. Existing property survey (if available)
8. \_\_\_\_\_ Environmental Assessment (instructions enclosed)
9. \_\_\_\_\_ Conceptual Site Plan. Plans should be prepared by an authorized, licensed professional. Site plans should identify all proposed facilities, any existing facilities and improvements, and any area of proposed tree clearing
10. \_\_\_\_\_ Copy of 25-year irrevocable property lease or use agreement for project site (if applicable)  
\*\* Lease term must be 25 years from anticipated date of project commencement to ensure term of public use of facilities.
11. \_\_\_\_\_ Proof of Publication of newspaper notice and copy of notification letter to municipal governing body(ies) regarding application submission. (See General Information.)
12. \_\_\_\_\_ Photographs of the site (digital images and/or prints)
13. \_\_\_\_\_ Letters of support (see Priority System Factor #5)
14. \_\_\_\_\_ Letters from municipal **and** county planning boards describing how project is specifically consistent with the appropriate Master Plans (See Priority System Factor #5)
15. \_\_\_\_\_ List of all applicable permits that may be required for the project. Applicants with projects requiring permits, grants, or other approvals must contact all applicable permitting agencies to secure permit information and application materials prior to the submission of a Green Acres application. Evidence of having met this requirement must be provided with the application. Technical assistance from Green Acres is available upon request.
16. \_\_\_\_\_ Letter verifying pre-application conference with the Highlands Council, Meadowlands Commission, or Pinelands Commission, if applicable, including the Council/Commission's comments on the proposed development project
17. \_\_\_\_\_ By-laws
18. \_\_\_\_\_ Breakdown of annual operating/maintenance expenses after development of site
19. \_\_\_\_\_ Conceptual floor plan that indicates the proposed use of any structure to be developed
20. \_\_\_\_\_ Verification that nonprofit is registered and in full compliance with the Charities Registration Investigation Act of 1994

**ACQUISITION APPLICATION  
CHECKLIST OF ATTACHMENTS**

***APPLICATION MATERIALS SHOULD BE SUBMITTED ON PAPER (ONE COPY) AND ELECTRONICALLY.  
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5. \_\_\_\_\_ Site specific mapping:
  - \_\_\_\_\_ a. Project Reference Map (See instructions that follow.)
  - \_\_\_\_\_ b. Site location on legible street map
  - \_\_\_\_\_ c. Tax map outlining boundaries of site to be acquired
  - \_\_\_\_\_ d. Existing property survey (if available)
6. \_\_\_\_\_ Narrative description of proposal (must address, in order, each applicable factor contained in the enclosed Nonprofit Project Priority System)
7. \_\_\_\_\_ Proof of Publication of newspaper notice and copy of notification letter to municipal governing body(ies) regarding application submission. (See General Information.)
8. \_\_\_\_\_ Letters of support (see Priority System Factor #5)
9. \_\_\_\_\_ Letters from municipal **and** county planning boards stating that project is consistent with appropriate master plan (see Priority System Factor #5)
10. \_\_\_\_\_ Photographs of the site (digital images and/or prints)
11. \_\_\_\_\_ By-Laws
12. \_\_\_\_\_ Verification that nonprofit is registered and in full compliance with the Charities Registration Investigation Act of 1994
13. \_\_\_\_\_ Breakdown of annual maintenance expenses after acquisition of site

### **Things to Be Done**

Please assume a hypothetical July 1, 2019 project commencement date (subject to change)

#### Acquisition Projects

#### Approximate Date

- |    |   |       |
|----|---|-------|
| 1. | Meet w/ Green Acres re: beginning appraisals    | _____ |
| 2. | Submit appraisals to Green Acres                | _____ |
| 3. | Obtain and submit Preliminary Assessment Report | _____ |
| 4. | Sign purchase contract with owner               | _____ |
| 5. | Obtain and submit survey                        | _____ |
| 6. | Obtain and submit title insurance commitment    | _____ |
| 7. | Close on property                               | _____ |
| 8. | Submit for final payment                        | _____ |

Comments: \_\_\_\_\_  
\_\_\_\_\_

#### Development Projects:

#### Approximate Date

- |    |  |       |
|----|--|-------|
| 1. | Obtain and submit Preliminary Assessment Report                                    | _____ |
| 2. | Design project   | _____ |
| 3. | Apply for/obtain permits (if necessary)  | _____ |
| 4. | Submit plans to Green Acres for pre-bid approval                                   | _____ |
| 5. | Go out to bid or get quotes (in accordance with the Local<br>Public Contracts Law) | _____ |
| 6. | Award project contract   | _____ |
| 7. | Begin construction   | _____ |
| 8. | Complete construction  | _____ |
| 9. | Submit for final payment   | _____ |

Comments: \_\_\_\_\_  
\_\_\_\_\_

## PROJECT REFERENCE MAP CHECKLIST FOR ACQUISITION PROJECTS ONLY

The “project reference map” is the basis for Green Acres ranking and evaluation and is used by the appraiser(s) in the determination of the parcel’s market value. The minimum size of this map should be 11” x 17” and include the information listed below. Clarity of presentation of data will dictate the actual paper size. One copy of a project reference map is required for all acquisition proposals; additional copies of this map will be required if the project is approved for funding.

The project reference map can be generated mechanically using cartographic methods, or digitally using autocad or Geographic Information System (GIS) technology. Nonprofits using GIS technology may acquire the georeference required by the Green Acres Program from the NJDEP’s GIS. It is recommended that you provide the map preparer with all available data and documents pertinent to the site (i.e., existing surveys, local unit master plan, etc.) in order to facilitate this mapping process.

This checklist should be returned with your completed application. If any items are not applicable, please indicate with “N/A” next to that item. The following are required elements of the project reference map:

- \_\_\_ (a) Project name and location
- \_\_\_ (b) Block and lot numbers and municipality (ies) in which the acquisition is located
- \_\_\_ (c) Current owner(s) of record (*also indicate adjacent lots under the same ownership*)
- \_\_\_ (d) Area given in acreage or square feet
- \_\_\_ (e) Dimensions of each lot marked on each perimeter boundary
- \_\_\_ (f) Improvements shown in approximate location on parcel
- \_\_\_ (g) Acquisition area - if only a portion of the parcel is proposed for acquisition, both the proposed portion and the remaining areas and sizes should be noted.
- \_\_\_ (h) North arrow and scale of map. The map scale should be proportional to the size of the site to allow an appraiser to prepare an accurate appraisal
- \_\_\_ (i) If located in the Highlands, indicate whether site is in the Planning Area or Preservation Area
- \_\_\_ (j) Indicate if purchase will be fee or easement. If easement, and less than full public access is proposed, show public access area. (Extent of public access will affect value and eligibility for Green Acres funding. Please discuss with Green Acres.)
- \_\_\_ (k) Location and area of all known existing easements, road rights-of-way, encroachments, dune and beach areas, and similar features, with the source of such information shown;
- \_\_\_ (l) Location and area of all streams, rivers, waterbodies, and associated buffers. Any waterbody classified as Category One pursuant to N.J.A.C. 7:9B, and the associated special water resource protection area established pursuant to N.J.A.C. 7:8, must be shown and labeled.
- \_\_\_ (m) Location and area of tidelands, available from the Department at [www.nj.gov/dep/gis](http://www.nj.gov/dep/gis), as determined from New Jersey Tidelands claims maps, conveyance overlays, and atlas sheets;
- \_\_\_ (n) Location and area of floodplain, as shown on the New Jersey State Flood Hazard Area maps prepared under the Flood Hazard Area Control Act, N.J.S.A. 58:16A-50 et seq. and available from the DEP Office of Engineering and Construction, Bureau of Dam Safety and Flood Control at [www.nj.gov/dep/damsafety/](http://www.nj.gov/dep/damsafety/) or as determined from other State or Federal mapping or from a site delineation;
- \_\_\_ (o) Location and area of coastal wetlands, as shown on maps prepared by the Department under the Wetlands Act of 1970, N.J.S.A. 13:9A-1 et seq. and available from the Department at [www.nj.gov/dep/gis](http://www.nj.gov/dep/gis);
- \_\_\_ (p) Location and area of freshwater wetlands, available from the Department at [www.nj.gov/dep/gis](http://www.nj.gov/dep/gis) or as determined from:
  - A wetlands delineation, if one exists, verified by the Department's Land Use Regulation Program or its successor;
  - Freshwater wetlands maps prepared by the Department under the Freshwater Wetlands Protection Act, N.J.S.A. 13:9B-1 et seq., if they exist; or
  - If the documents listed under (1) and (2) above do not exist, U.S. Fish and Wildlife Service National Wetlands Inventory (NWI) maps, in conjunction with County Soil Surveys published by the U.S. Department of Agriculture

**STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
GREEN ACRES ENABLING RESOLUTION**

WHEREAS, the New Jersey Department of Environmental Protection, Green Acres Program ("State"), provides loans and/or grants to municipal and county governments and grants to nonprofit organizations for assistance in the acquisition, development, and stewardship of lands for outdoor recreation and conservation purposes; and

WHEREAS, the \_\_\_\_\_ (*name of applicant*) desires to further the public interest by obtaining funding in the amount of \$\_\_\_\_\_ from the State to fund the following project(s): (*describe the project*) \_\_\_\_\_  
\_\_\_\_\_ at a cost of \_\_\_\_\_ (*project cost*);

NOW, THEREFORE, the governing body/board resolves that \_\_\_\_\_ (*name of authorized official*) or the successor to the office of \_\_\_\_\_ (*title of authorized official*) is hereby authorized to:

- (a) make application for such a loan and/or such a grant,
- (b) provide additional application information and furnish such documents as may be required, and
- (c) act as the authorized correspondent of the above-named applicant; and

WHEREAS, the State shall determine if the application is complete and in conformance with the scope and intent of the Green Acres Program, and notify the applicant of the amount of the funding award; and

WHEREAS, the applicant is willing to use the State's funds in accordance with such rules, regulations and applicable statutes, and is willing to enter into an agreement with the State for the above-named project;

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE \_\_\_\_\_ (*name of legal body or board*)

1. That the \_\_\_\_\_ (*title of authorized official*) of the above named body or board is hereby authorized to execute an agreement and any amendment thereto with the State known as \_\_\_\_\_ (*project name*);
2. That the applicant has its matching share of the project, if a match is required, in the amount of \$\_\_\_\_\_;
3. That, in the event the State's funds are less than the total project cost specified above, the applicant has the balance of funding necessary to complete the project;
4. That the applicant agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project; and
5. That this resolution shall take effect immediately.

**CERTIFICATION**

I, \_\_\_\_\_ (*name and title of Secretary or equivalent*) do hereby certify that the foregoing is a true copy of a resolution adopted by \_\_\_\_\_ (*name of legal body or board*) at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

IN WITNESS WHEREOF, I have hereunder set my hand and the official seal of this body this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(*name and title of Secretary or equivalent*)



**DEFINITIONS FROM P.L. 1979, C. 378 (C. 13:8B01 ET SEQ.)\***

a. **"Charitable conservancy"** means a corporation or trust whose purposes include the acquisition and preservation of land or water areas or of a particular land or water area, or either thereof, in a natural, scenic or open condition, no part of the net earnings of which inures to the benefit of any private shareholder or individual, and which has received tax exemption under section 501(c) of the 1954 Internal Revenue Code;

b. **"Conservation restriction"** means an interest in land less than fee simple absolute, stated in the form of a right, restriction, easement, covenant, or condition, in any deed, will or other instrument, other than a lease, executed by or on behalf of the owner of the land, appropriate to retaining land or water areas predominantly in their natural, scenic, open or wooded condition, or for conservation of soil or wildlife, or for outdoor recreation or park use, or as suitable habitat for fish or wildlife, to forbid or limit any or all:

(1) Construction or placing of buildings, roads, signs, billboards, or other advertising, or other structures on or above the ground;

(2) Dumping or placing of soil or other substance or material as landfill, or dumping or placing of trash, waste or unsightly or offensive materials;

(3) Removal or destruction of trees, shrubs or other vegetation;

(4) Excavation, dredging or removal of loam, peat, gravel, soil, rock or other mineral substance;

(5) Surface use except for purposes permitting the land or water area to remain predominantly in its natural condition;

(6) Activities detrimental to drainage, flood control, water conservation, erosion control or soil conservation, or fish and wildlife habitat preservation;

(7) Other acts or uses detrimental to the retention of land or water areas according to the purposes of this act.

c. **"Historic preservation restriction"** means an interest in land less than fee simple absolute, stated in the form of a right, restriction, easement, covenant, or condition, in any deed, will or other instrument, other than a lease, executed by or on behalf of the owner of the land, appropriate to preserving a structure or site which is historically significant for its architecture, archeology or associations, to forbid or limit any or all:

(1) Alteration in exterior or interior features of such structure;

(2) Changes in appearance or condition of such site;

(3) Uses of such structure or site which are not historically appropriate;

(4) Other acts or uses detrimental to the appropriate preservation of such structure or site.

\* Applicants should obtain and review a copy of the entire law.

## **TAX EXEMPTION PROGRAM**

There is an acute need in New Jersey for natural open space areas to serve public recreation and conservation purposes. The New Jersey Legislature recognized that public funds for the purchase and maintenance of open space are limited and should be supplemented by private individuals and organizations. The Legislature determined that it is "in the public interest to encourage the dedication of privately-owned open space to public use and enjoyment."

In 1974, the Green Acres Tax Exemption Program was created to help meet the open space deficit in New Jersey. This program offers the incentive of property tax exemption to certain nonprofit organizations or corporations that own recreation or conservation lands in New Jersey and are willing to open their private land to the public.

Any nonprofit organization that qualifies for exemption from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code and owns natural open space in New Jersey is eligible to make application under this program.

The Tax Exemption Program is in its 44th year and, to date, more than 80,200 acres of open space owned by 62 nonprofit organizations have been opened to the public for a wide variety of environmental and recreational uses. More than 420 sites are located in 144 municipalities throughout New Jersey.

The preservation of open space is a goal shared by many individuals and groups in New Jersey. The Tax Exemption Program is proof that the government and the private sector can work together successfully to achieve this goal. New Jersey must continue to explore methods of preserving open space, other than fee simple acquisition, if the state is to remain rich with "green acres."

Application checklists and forms as well as the enabling legislation and rules regarding the Tax Exemption Program are available on the Green Acres webpage at [www.NJGreenAcres.org](http://www.NJGreenAcres.org). For more information, please contact Cherylynn Cooke, Green Acres Program, Department of Environmental Protection, Mail Code 501-01, P.O. Box 420, Trenton NJ 08625-0420 (609) 984-0500.

11/2018

**NONPROFIT PROJECT PRIORITY SYSTEM  
ACQUISITION AND DEVELOPMENT PROJECTS**

This priority system is used to evaluate the relative merits of proposed acquisition and development projects. The system is designed to reflect the degree to which proposed projects conform to findings, recommendations and priorities of the New Jersey Statewide Comprehensive Outdoor Recreation Plan, the New Jersey State Development and Redevelopment Plan, and with statewide goals that are consistent with the Preserve New Jersey Act. The system uses a set of factors to evaluate each project's conservation and outdoor recreation features.

**NOTE: EACH APPLICABLE FACTOR SHOULD BE ADDRESSED, IN ORDER, IN NARRATIVE FORM.**

**FACTOR #1      OPEN SPACE NEEDS** (Acquisition only) Up to 25 pts.  
This factor evaluates the extent to which a proposed acquisition project will satisfy local open space needs. Please discuss the needs of the population to be served. The service area for each project will be defined based on population density and the type and size of the project.

**FACTOR #2      SERVICE AREA FACILITY NEEDS** (Development only) Up to 20 pts.  
Please discuss the needs of the population to be served and evaluate the extent to which the proposed development project will satisfy local recreation needs. The service area for the project will be defined on the basis of population density, scope and type of project, and consideration of the project's relation to an existing redevelopment plan.

**FACTOR #3      ENVIRONMENTAL PROTECTION** (Acquisition only) Up to 3 pts. each  
This factor is used to determine to what extent a proposed acquisition meets key conservation and environmental protection goals.

- a) **Lands that are of sufficient size and located so as to:**
  - 1. Protect critical wildlife habitat;
  - 2. Preserve State Plan, Meadowlands Master Plan, Pinelands Comprehensive Management Plan, and Highlands Regional Master Plan Critical Environmental Sites, unique natural areas or land types (steep slopes, dunes, scenic overlooks, wetlands, forest lands);
  - 3. Provide additions to or linkages between existing public recreation/open space areas;
  - 4. Support regional open space/conservation initiatives such as shore protection or the preservation of landscape ecology, biodiversity, wildlife corridors and/or greenways; and
  - 5. Protect documented endangered and/or threatened species habitat.
- b) **Greenways and water resource protection projects**, including forests, shorelines, and stream corridors that are of sufficient size and located so as to:
  - 1. Establish an integral link in an existing or planned local, regional or statewide conservation initiative, or a component of a Wild and Scenic Rivers system under the National Wild and Scenic Rivers Act, 16 U.S.C. § 1271-1287 and/or the New Jersey Wild and Scenic Rivers Act, N.J.S.A. 13:8-45 et seq.;
  - 2. Facilitate water resource protection efforts;
  - 3. Provide significant natural flood protection;
  - 4. Site is a physical or visual buffer between a significant natural resource/feature and development, or provide visual or physical access to the water; and
  - 5. Protect headwaters, tributaries, or corridors of any waterbodies classified as "Category One Waters," pursuant to N.J.A.C. 7:9B, and associated special water resource protection areas established pursuant to N.J.A.C. 7:8, as well as other streams or rivers.

**FACTOR #4      HISTORIC RESOURCE PRESERVATION** (Acquisition only)      Up to 3 pts. each  
 This factor is used to determine to what extent a proposed acquisition meets key historic resource preservation goals.

- a) If the project is on, contained within, or adjacent to a site included on or eligible for inclusion in the New Jersey Register of Historic Places under N.J.S.A. 13:IB- 15.128 et seq. and/or the National Register of Historic Places under 16 U.S.C. §.§470 et seq., or is a Critical Historic Site identified in the State Plan, New Jersey Meadowlands Master Plan, Pinelands Comprehensive Management Plan, or Highlands Regional Master Plan, as applicable.
- b) If the project is an historic project that provides an extension or linkage between existing public recreation and/or open space areas.
- c) The degree to which the project is a significant and/or contributing component of an historic district designated as such under N.J.S.A. 13:IB-15.128 et seq.,
- d) If the project is part of an ongoing historic preservation or restoration project or historic study or investigation.
- e) The extent to which the project is one with historic integrity of location, design, setting, materials, workmanship, feeling, and association.

**FACTOR #5      PUBLIC PARTICIPATION/SUPPORT/PLANNING** (Acquisition and Development)  
 This factor evaluates public involvement and support in the planning process beyond the minimum requirement of a newspaper notice.

- a) **Support**      Up to 5 pts.  
 Public support for a project is encouraged and should be demonstrated through letters from the municipal and county planning boards, park agencies, recreation departments, environmental commissions, user groups and the general public.
- b) **Planning**      Up to 10 pts.  
 Applicants should demonstrate consistency with the New Jersey State Development and Redevelopment Plan (State Plan), the New Jersey Meadowlands Master Plan, the Pinelands Comprehensive Management Plan, the Highlands Regional Master Plan, as applicable; the New Jersey Statewide Comprehensive Outdoor Recreation Plan; and with local and county land use plans, especially open space/recreation elements as demonstrated in excerpts from or specific references to such plans in the project application.

**FACTOR #6      PROJECT QUALITY** (Acquisition and Development)  
 This factor evaluates project elements and features.

- a) **Accessibility** (Acquisition and Development)      1 pt. each  
 The site location:
  - 1. Is close to population centers;
  - 2. Is accessible by public transportation;
  - 3. Is accessible by walking and bicycling; or
  - 4. Creates public access where none exists or where existing access is undeveloped or restricted.

- b) **Recreation Potential** (Acquisition only) Up to 2 pts. each  
The site:
1. Is suitable for major outdoor recreation facility development;
  2. Is suitable for the use and/or development of appropriate water dependent recreation activities or facilities;
  3. Represents part of a planned or existing waterfront development or redevelopment plan;
  4. Provides environmental and/or historic interpretive opportunities; or
  5. Improves management or expansion of recreation facilities.
- c) **Water Access** (Acquisition and Development) Up to 6 pts. (see table 1)  
This subfactor evaluates the extent to which a project improves needed visual and/or physical public access to water.
- d) **Project Quality** (Development only) Up to 2 pts. each  
The proposed project:
1. Includes multiple recreation and conservation purposes;
  2. Uses effective landscaping with native species;
  3. Provides opportunities for various active and passive recreational uses by diverse user groups;
  4. Includes significant planting of native tree species; and
  5. Minimizes the use of impervious surfaces.
- e) **Cost Effectiveness** (Acquisition and Development) Point range: +2 to -2  
This subfactor evaluates the quality of conservation or recreation opportunities provided by a project in comparison to the anticipated cost. Considerations include:
1. Whether the land is available at lower cost due to bargain sale, easement, donation of land value, or partnerships (acquisition) or donation of labor, equipment, or materials or partnerships (development);
  2. Cost of future operation and maintenance; and
  3. Whether the project site has development approvals from local planning board (Acquisition only).

**FACTOR #7 PROJECT PRIORITIES** (Acquisition and Development) 1 pt. each  
The following acquisition and development project elements are encouraged:

- a) Private investment and/or ecotourism potential or public/private sector venture;
- b) Waterfront development or redevelopment;
- c) Trails, bike paths, or greenways;
- d) Historic or archeological resource enhancement or preservation;
- e) Wildlife habitat protection;
- f) Multiple uses and provides active and passive recreation opportunities;
- g) Addition to or the development of a prior Green Acres-funded acquisition or development project;
- h) Private donation of land, equipment, labor, or cash, etc.;
- i) Likelihood or threat of private development for other than recreation and conservation purposes. Examples include whether the property is on the market or is the subject of local planning board action, or if any development permits or approvals have been sought for the property (Acquisition only);
- j) Design and construction that utilizes clean and renewable energy and maximizes energy efficiency (Development only);
- k) Rehabilitation or redevelopment of an existing recreational facility (Development only); and
- l) Reclamation of a former brownfields site.

**FACTOR #8 FACILITY DESIGN SENSITIVITY AND SITE SUITABILITY (Development only)**

**a) General recreation facilities**

Up to 2 pts. each

The environmental features of the site will be used to determine the design sensitivity of the project. Projects that will have a significant negative impact on the site's natural resources will not be considered. Project design should minimize adverse impacts on the environmentally sensitive features of the site by:

1. Locating proposed facilities in already cleared areas, to minimize additional clearing of trees and vegetation;
2. Locating proposed facilities where topography and soil conditions are suitable, to minimize grading, excavation, fill, and drainage of a site; and
3. Retaining, enhancing, or establishing vegetative buffers, or incorporating other site-sensitive techniques, to minimize impacts on sensitive areas such as shellfish beds, beach/dune systems, forests, wetlands, steep slopes, endangered or threatened species habitat, and aquifer recharge areas.

**b) Structures/Buildings**

1 point

For projects involving structures, project is designed and constructed to meet the U.S. Green Building Council's (USGBCs) Leadership in Energy and Environmental Design (LEED™) Green Building Rating System for New Construction and Major Renovations Version 2.1. (*For more information on the USGBC's LEED™ System go to [www.usgbc.org](http://www.usgbc.org).*)

For buildings that are too small to qualify for LEED™ certification, project should adhere to similar design principles, including some of the following: the installation of equipment that results in water use reduction; the use of clean energy, renewable energy, and energy efficient technologies; the use of construction materials that include recycled content; and the use of materials that reduce exposure to indoor air contaminants.

TABLE 1

**PUBLIC ACCESS TO WATER  
Need for Access**

<b><u>Water Body Type</u></b>	<b><u>HIGH</u></b>	<b><u>MEDIUM</u></b>	<b><u>LOW</u></b>
Ocean	6	5	4
Bay			
River			
Large Lake	5	4	3
Stream			
Lake	4	3	2
Small Stream			
Pond	3	2	1

**NONPROFIT ASSISTANCE PROGRAM  
PARK DEVELOPMENT APPLICATIONS  
ENVIRONMENTAL ASSESSMENT INSTRUCTIONS**

As part of the Green Acres funding proposal, each applicant must collect, evaluate, and present pertinent environmental information necessary to ascertain the suitability of the site for the activities proposed. Please review and consider the applicable Landscape Project maps and reports, developed by the Department's Division of Fish and Wildlife, during the preparation of the environmental assessment. Information about the Landscape Project can be found at [www.nj.gov/dep/fgw/ensp/landscape](http://www.nj.gov/dep/fgw/ensp/landscape) or by writing to the Division of Fish & Wildlife, P.O. Box 400, Trenton, New Jersey 08625-0400.

**OUTLINE**

**1. DESCRIPTION OF THE PROPOSED ACTION**

- a. Briefly describe the total development project
- b. State objectives of the project
- c. Fully describe multi-phase projects

**2. DESCRIPTION OF THE ENVIRONMENT**

Describe existing environmental features:

- vegetation
- wildlife
- geology, topography and soils
- water resources/hydrology
- historic/archeological resources
- transportation/access to site
- adjacent land uses/description of the surrounding neighborhood

**3. ENVIRONMENTAL IMPACT ANALYSIS OF PROPOSED ACTION**

Impacts are defined as direct or indirect changes in the existing environment, whether beneficial or adverse, that are anticipated as a result of the proposed action or related future actions and uses. Any off-site impacts, such as increased traffic on neighborhood roads or increased noise levels in surrounding areas, should be described. Whenever possible, environmental impacts should be quantified (i.e., number of trees to be removed, cubic yards of cut/fill, etc.).

- a. Discuss all affected resources and the significance of each impact
- b. Discuss short term and long term project impacts
- c. Discuss anticipated increase in recreation and overall use of site over time
- d. Identify adjacent environmental features that may be affected by the proposal
- e. List any permits required for project and a brief status of each (i.e., waterfront development)
- f. For development that would impact an undisturbed portion of the project site, the nonprofit must submit a Natural Heritage Data Request Form to the DEP's Office of Natural Lands Management (form available at [www.nj.gov/dep/parksandforests/natural/heritage/datareq.html](http://www.nj.gov/dep/parksandforests/natural/heritage/datareq.html)) or by writing to Natural Heritage Program, PO Box 404, Trenton, New Jersey 08625- 0404). **Please discuss (and attach) the results of the search.**

**4. ALTERNATIVES TO THE PROPOSED ACTION**

- a. Identify alternate sites
- b. Discuss alternate levels and types of development
- c. Compare environmental impacts of each alternative

**5. MITIGATING MEASURES**

Describe the measures that will be undertaken to mitigate adverse impacts

## DENSELY AND HIGHLY POPULATED MUNICIPALITIES AND COUNTIES

### **Atlantic**

Atlantic City  
Egg Harbor Twp  
Galloway Twp  
Pleasantville City  
Ventnor City

### **Bergen**

Bergenfield Borough  
Bogota Borough  
Cliffside Park Borough  
Dumont Borough  
Edgewater Borough  
Elmwood Park Borough  
Englewood City  
Fair Lawn Borough  
Fairview Borough  
Fort Lee Borough  
Garfield City  
Hackensack City  
Hasbrouck Heights Borough  
Leonia Borough  
Little Ferry Borough  
Lodi Borough  
Maywood Borough  
New Milford Borough  
North Arlington Borough  
Palisades Park Borough  
Ridgefield Park Village  
River Edge Borough  
Rochelle Park Twp  
Rutherford Borough  
Saddle Brook Twp  
Teaneck Twp  
Wallington Borough  
Wood-Ridge Borough

### **Burlington**

Evesham Twp  
Mount Holly Twp  
Mount Laurel Twp  
Pemberton Borough  
Riverside Twp  
Willingboro Twp

### **Camden**

Audubon Borough  
Audubon Park Borough  
Camden City  
Cherry Hill Twp  
Collingswood Borough

Gloucester City  
Gloucester Twp  
Haddon Twp  
Lindenwold Borough  
Merchantville Borough  
Mount Ephraim Borough  
Oaklyn Borough  
Pennsauken Twp  
Winslow Twp  
Woodlynne Borough

### **Cumberland**

Bridgeton City  
Millville City  
Vineland City

### **Essex**

Belleville Twp  
Bloomfield Twp  
Caldwell Borough  
East Orange City  
Glen Ridge Borough  
Irvington Twp  
Maplewood Twp  
Montclair Twp  
Newark City  
Nutley Twp  
Orange City Twp  
South Orange Village Twp  
West Orange Twp

### **Gloucester**

Glassboro Borough  
Monroe Twp  
Washington Twp  
Woodbury City

### **Hudson**

Bayonne City  
East Newark Borough  
Guttenburg Town  
Harrison Town  
Hoboken City  
Jersey City  
Kearny Town  
North Bergen Twp  
Union City  
Weehawken Twp  
West New York Town

### **Mercer**

Ewing Twp  
Hamilton Twp  
Princeton Borough  
Trenton City

### **Middlesex**

Carteret Borough  
Dunellen Borough  
East Brunswick Twp  
Edison Twp  
Highland Park Borough  
Jamesburg Borough  
Monroe Twp  
New Brunswick City  
North Brunswick  
Old Bridge Twp  
Perth Amboy City  
Piscataway Twp  
Sayreville Borough  
South Amboy City  
South Brunswick Twp  
South River Borough  
Woodbridge Twp

### **Monmouth**

Asbury Park City  
Belmar Borough  
Bradley Beach Borough  
Freehold Borough  
Freehold Twp  
Highlands Borough  
Howell Twp  
Keansburg Borough  
Keyport Borough  
Lake Como Borough  
Long Branch City  
Manalapan Twp  
Marlboro Twp  
Middletown Twp  
Neptune City Borough  
Neptune Twp  
Red Bank Borough  
Shrewsbury Twp

### **Morris**

Dover Town  
Morristown Town  
Parsippany Troy  
Victory Gardens Borough



**Ocean**

Berkeley Twp  
Brick Twp  
Jackson Twp  
Lakewood Twp  
Manchester Twp  
Seaside Heights Borough  
Toms River Twp

**Passaic**

Clifton City  
Haledon Borough  
Hawthorne Borough  
Little Falls Twp  
Passaic City  
Paterson City  
Prospect Park Borough  
Wayne Twp

**Salem**

Penns Grove Twp  
Salem City

**Somerset**

Bound Brook Borough  
Bridgewater Twp  
Franklin Twp  
Hillsborough Twp  
North Plainfield  
Somerville Borough  
South Bound Brook Borough

**Union**

Elizabeth City  
Fanwood Borough  
Garwood Borough  
Hillside Twp  
Linden City  
Plainfield City  
Rahway City  
Roselle Borough  
Roselle Park Borough  
Union Twp  
Winfield Twp

**Warren**

Phillipsburg Town

**Densely Populated Counties**

Essex  
udson  
Union

**Highly Populated Counties**

Bergen  
Camden  
Mercer  
Middlesex  
Monmouth  
Morris  
Passaic

# **URBAN AID MUNICIPALITIES FY 2019**

<u>Municipality</u>	<u>County</u>	<u>Municipality</u>	<u>County</u>
Asbury Park City*	Monmouth	Neptune City Borough*	Monmouth
Atlantic City	Atlantic	Neptune Township*	Monmouth
Bayonne City	Hudson	New Brunswick City*	Middlesex
Belleville Township	Essex	Newark City	Essex
Bergenfield Borough	Bergen	North Bergen Township	Hudson
Bloomfield Township	Essex	Nutley Township	Essex
Brick Township*	Ocean	Old Bridge Township*	Middlesex
Bridgeton City	Cumberland	Orange City	Essex
Camden City	Camden	Passaic City	Passaic
Carteret Borough*	Middlesex	Paterson City	Passaic
Clifton City	Passaic	Pemberton Township*	Burlington
East Orange City	Essex	Penns Grove Borough*	Salem
Elizabeth City	Union	Pennsauken Township*	Camden
Garfield City	Bergen	Perth Amboy City	Middlesex
Glassboro Borough*	Gloucester	Phillipsburg Town*	Warren
Gloucester City*	Camden	Plainfield City	Union
Gloucester Township*	Camden	Pleasantville City	Atlantic
Hackensack City	Bergen	Rahway City*	Union
Hillside Township	Union	Roselle Borough	Union
Hoboken City*	Hudson	Salem City*	Salem
Irvington Township	Essex	Trenton City	Mercer
Jersey City	Hudson	Union City	Hudson
Kearny Town*	Hudson	Vineland City*	Cumberland
Lakewood Township*	Ocean	Weehawken Township*	Hudson
Lindenwold Borough*	Camden	West New York Town	Hudson
Lodi Borough	Bergen	Willingboro Township*	Burlington
Long Branch City*	Monmouth	Winslow Township	Camden
Millville City*	Cumberland	Woodbridge Township*	Middlesex
Monroe Township*	Gloucester	Woodbury City*	Gloucester
Montclair Township*	Essex		
Mount Holly Township*	Burlington		

\* Meet criteria by budget language